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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Marketing Services
Washington 25, D.C.

August 6, 1945

MARKET NEWS AND GRADING DIVISION MEMORANDUM NO. AD-101

To: Market News and Grading Personnel

From: Fred J. Beard, Chief, Market News and Grading Division

Subject: Meat Grading Payrolls and Required Overtime Accounting

In order to properly account for trust-fund expenditures, and particularly payments for meat grading overtime work therefrom, careful and accurate records must be maintained in meat grading offices and made available for inspection when necessary.

Every grader when on duty status is entitled to reimbursement on the basis of a 44-hour work week - even though his actual worked hours may be less than that total. The standard form 72A submitted for payroll purposes will necessarily show eight hours worked daily, Monday through Friday, and four hours on Saturday, regardless of the number of hours actually worked. The first 5-1/2 work days with unequal number of hours employed are considered on a compensatory or off-setting basis for the purpose of computing the 44-hour work week. All hours in excess of 44 hours in any calendar week are considered as ordered overtime and credited to the days designated by the grader supervisor. Hence, a complete and true record of hours actually worked each day, by each grader, must be kept in every grading office. It is suggested that form 72A be used as a work sheet for this purpose. Enter on the form under the appropriate date the time actually worked by each grader, including the supervisor.

Approval for overtime pay (in excess of 44 hours weekly) for individual graders will continue to be forwarded to the Washington office on form 302, revised, for the signature of Fred J. Beard for payroll clearance purposes. This form 302 must in all cases be accompanied by a copy of the work sheet showing hours actually worked daily in order to substantiate the claim for reimbursement for overtime work in excess of 44 hours a week.

Fred J. Beard



